

*Commonwealth of Virginia*



**FINAL AMENDED**  
**REGULATIONS**

**GOVERNING THE PRACTICE OF NURSING  
HOME ADMINISTRATORS**

**VIRGINIA BOARD OF LONG-TERM CARE  
ADMINISTRATORS**

**Title of Regulations: 18VAC95-20-10 et seq.**

**Statutory Authority: §§ 54.1-2400 and Chapter 31 of Title 54.1  
of the *Code of Virginia***

**Revised Date:**

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### **Part III. Requirements for Licensure.**

#### **18VAC95-20-220. Qualifications for initial licensure.**

One of the following sets of qualifications is required for licensure as a nursing home administrator:

1. Degree and practical experience. The applicant shall (i) hold a baccalaureate or higher degree in ~~nursing home administration~~ or a health care ~~administration~~ related field that meets the requirements of 18VAC95-20-221 from an accredited college or university; (ii) have completed not less than a 320-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 in a licensed nursing home as part of the degree program under the supervision of a preceptor; and (iii) have received a passing grade on the state examination and the national examination;
2. Certificate program. The applicant shall (i) hold a baccalaureate or higher degree from an accredited college or university; (ii) successfully complete a program with a minimum of 21 semester hours study in ~~nursing home administration~~ or a ~~health care administration~~ related field that meets the requirements of 18VAC95-20-221 from an accredited college or university; (iii) successfully complete not less than a 400-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 in a licensed nursing home as part of the certificate program under the supervision of a preceptor; and (iv) have received a passing grade on the state examination and the national examination; or
3. Administrator-in-training program. The applicant shall have (i) successfully completed an A.I.T. program which meets the requirements of Part IV (18VAC95-20-300 et seq.) of this chapter and (ii) received a passing grade on the state examination and the national examination.

#### **18VAC95-20-221. Required content for coursework.**

To meet the educational requirements for a degree in a health care related field, an applicant must provide a transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and

management of health care services to include a minimum of three semester hours in each of the content areas in subdivisions 1 through 4, six semester hours in the content area set out in subdivision 5 of this subsection, and three semester hours for an internship.

1. Resident Care and Quality of Life: Course content shall address program and service planning, supervision and evaluation to meet the needs of patients such as (a) nursing, medical and pharmaceutical care, (b) rehabilitative, social, psycho-social and recreational services, (c) nutritional services, (d) safety and rights protections, (e) quality assurance, and (f) infection control.

2. Human Resources: Course content shall focus on personnel leadership in a health care management role and must address organizational behavior and personnel management skills such as (a) staff organization, supervision, communication and evaluation, (b) staff recruitment, retention, and training, (c) personnel policy development and implementation, and (d) employee health and safety.

3. Finance: Course content shall address financial management of health care programs and facilities such as (a) an overview of financial practices and problems in the delivery of health care services, (b) financial planning, accounting, analysis and auditing, (c) budgeting, (d) health care cost issues, and (e) reimbursement systems and structures.

4. Physical Environment and Atmosphere: Course content shall address facility and equipment management such as (a) maintenance, (b) housekeeping, (c) safety, (d) inspections and compliance with laws and regulations, and (e) emergency preparedness.

5. Leadership and Management: Course content shall address the leadership roles in health delivery systems such as (a) government oversight and interaction, (b) organizational policies and procedures, (c) principles of ethics and law, (d) community coordination and cooperation, (e) risk management, and (f) governance and decision making.

#### **Part IV. Administrator-In-Training Program.**

##### **18VAC95-20-310. Required hours of training.**

A. The A.I.T. program shall consist of 2,000 hours of continuous training in a facility as prescribed in 18VAC95-20-330 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.

B. An A.I.T. applicant with prior health care work experience may request approval to receive a maximum 1,000 hours of credit toward the total 2,000 hours as follows:

1. The applicant shall have been employed full time for four of the past five consecutive years immediately prior to application as an assistant administrator or director of nursing in a training facility as prescribed in 18VAC95-20-330;
2. ~~The Applicants~~ applicant with experience as a hospital administrator shall have been employed full time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having responsibilities in all of the following areas:
  - a. Regulatory;
  - b. Fiscal;
  - c. Supervisory;
  - d. Personnel; and
  - e. Management; or
3. ~~The Applicants~~ applicant who ~~held~~ holds a license as a registered nurse shall have held an administrative level supervisory position for at least four of the past five consecutive years, in a training facility as prescribed in 18VAC95-20-330.

C. An A.I.T. applicant with the following educational qualifications shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in a health care administration or a comparable related field that meets the requirements of 18VAC95-20-221 with no internship shall complete 320 hours in an A.I.T. program;
2. An applicant with a master's degree in ~~an unrelated~~ a field other than health care shall complete 1,000 hours in an A.I.T. program;
3. An applicant with a baccalaureate degree in ~~an unrelated~~ a field other than health care shall complete 1,500 hours in an A.I.T. program; or
4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an A.I.T. program.

D. An A.I.T. shall be required to serve weekday, evening, night and weekend shifts and to receive training in all areas of nursing home operation.

**18VAC95-20-330. Training facilities.**

Training in an A.I.T. program shall be conducted only in:

1. A nursing home licensed by the Virginia Board of Health or by a similar licensing body in another jurisdiction;
2. An institution operated by the Virginia State Mental Health, Mental Retardation and Substance Abuse Services Board in which long-term care is provided;
3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
4. A certified nursing home unit which is located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

**18VAC95-20-340. Supervision of trainees.**

A. Training shall be under the supervision of a preceptor who is registered or recognized by a licensing board.

B. A preceptor may supervise no more than two A.I.T.'s at any one time.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation in the training facility;

2. Shall be routinely present with the trainee in the training facility; and

3. Shall continually evaluate the development and experience of the A.I.T. to determine specific areas ~~needed for concentration~~ in the Domains of Practice that need to be addressed.

**18VAC95-20-380. Qualifications of preceptors.**

To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license and be employed full time as an administrator of record in a training facility for a minimum of two of the past three years immediately prior to registration; and

2. Meet the application requirements in 18VAC95-20-230.

**18VAC95-20-390. Training plan.**

Prior to the beginning of the A.I.T. program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall ~~include~~ address the ~~1996~~ Domains of Practice approved by the National Association of Boards of Examiners for Long Term Care Administrators that is in effect at the time the training program is submitted for approval ~~and incorporated by reference into these regulations~~. An A.I.T. program shall include training in each of the learning areas in the Domains of Practice.

## Certification

*I certify that this regulation is full, true, and correctly dated.*

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Sandra K. Reen  
Executive Director  
Virginia Board of Long Term Care Administrators

Date: \_\_\_\_\_